



DIPLOMA

DIPLOMA IN OFFICE ADMINISTRATION CO-OP

AVAILABLE IN
VANCOUVER

- Gain a solid foundation in office administration skills and prepare for entry into the world of business
- Learn how to use industry standard software for office administration
- Programs taught by industry professionals and highly-qualified instructors
- Strengthen your résumé with Canadian work experience
- Co-op placement service supports students to secure an unpaid co-op position in a field relevant to their studies

PROGRAM LENGTH

50 weeks

24 weeks academic study + 24 weeks unpaid co-op + 2 weeks academic study (post-placement feedback)

ENTRY REQUIREMENT

- Students who are interested in attending Greystone College must have completed (graduated from) their final year of general schooling or GED, or have mature student status.
- International students must demonstrate a Beginner 4 level of English with Greystone's online written test and interview. The online test is exempt if CLB 4, IELTS 4 or ILSC Beginner 4 is presented.
- If an applicant fails to meet the minimum requirements, they cannot be waived by either the institution or the student.

2014 START DATES

Jan 27, Feb 24, Mar 24, Apr 21, May 20, Jun 16, Jul 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1

2014 FEES

Registration fee:	\$125
Material fee:	\$500
Tuition:	\$8,190
Co-op Service fee:	\$825

The student is responsible for the payment of any government fees related to the application for a work permit and the extension of study permit.

Co-op Service fee includes:

Documentation support, government fees related to the application or extension of study and or coop work permits, interview and job preparation, résumé building, explanation of government reporting procedures, arranged interviews for unpaid co-op positions, and monitoring during the placement portion of the program.

All fees are in Canadian dollars.

PROGRAM DESCRIPTION

The Office Administration Co-op Diploma provides learners with a diverse range of skills and knowledge required for working in an office setting in an administrative capacity. Students will cover a range of topics to prepare them for a variety of positions such as administration assistant, clerical worker, data entry operator, information desk clerk, office junior, receptionist and more. Students will develop competency using industry standard software and technology, and will learn communication and teamwork skills.

This qualification will provide students with the practical skills and fundamental operational knowledge required to perform routine administrative tasks in office settings.

PROGRAM SCHEDULE

ACADEMIC STUDIES

Students will benefit from qualified instructors with years of experience in the industry.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM–12:00 PM	Class				
12:00 PM–1:00 PM	Lunch				No class
1:00 PM–2:30 PM	Class				
2:45 PM–4:00 PM	Work Placement class—students will attend the Work Placement class for 4 weeks , during their fifth month of study in order to prepare for their co-op placement				

CO-OP WORK PLACEMENT

Co-op work placements are unpaid, and must align with the learning objectives of your program to qualify you for graduation. Greystone co-op coordinators will arrange interviews for you with potential employers who can provide unpaid co-op positions relevant to your program. The Work Placement Skills course will help prepare you for success in your interviews, and on the job. Co-op placement hours cannot exceed study hours—the program is designed to allow students to work an average of 21 hours per week.

POST PLACEMENT ACADEMIC STUDY

Students must return for a 2 week course after completion of the co-op placement.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM–12:00 PM	Class				
12:00 PM–1:00 PM	Lunch				No class
1:00 PM–2:30 PM	Class				



EDUCATION
GROUP

EMPOWERING THROUGH EDUCATION

LANGUAGE SCHOOLS

COLLEGES

TEACHER TRAINING

CORPORATE TRAINING

CONTINUING EDUCATION

CANADA: VANCOUVER, TORONTO, MONTRÉAL USA: SAN FRANCISCO, NEW YORK AUSTRALIA: BRISBANE, SYDNEY INDIA: NEW DELHI

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DIPLOMA IN OFFICE ADMINISTRATION CO-OP COURSES

	COURSE NAME	LENGTH	DESCRIPTION
CORE PROGRAM COURSES	Workplace Communication	4 weeks	In this workplace-centered course, students will develop communication skills for the workplace. Key workplace communication skills include gathering, conveying, and receiving information together with completing routine written correspondence.
	Working Effectively with Others	4 weeks	In this course, students will develop teamwork skills for the workplace. The course covers topics like working in a group environment, promoting team commitment and cooperation, supporting team members and dealing effectively with issues, problems and conflict.
	Basic IT Skills—Produce Word Processed Documents	2 weeks	In this course, students will learn how to correctly operate word processing applications to produce workplace documents.
	Basic IT Skills—Create and Use Spreadsheets	2 weeks	In this course, students will learn how to correctly create and use spreadsheets and charts using industry standard spreadsheet software.
	Customer Service Delivery	4 weeks	In this course, students will gain the knowledge required to deliver all aspects of customer service at an introductory level, including creating a relationship with customers, identifying their needs, delivering services or products and processing customer feedback.
	Workplace Organization	4 weeks	In this course, students will gain the knowledge required to organize and complete work activities and to obtain feedback on work performance. In addition, students will learn to receive and distribute incoming mail, and to collect and dispatch outgoing mail.
	Business Technology	4 weeks	In this course, students will gain the knowledge required to select, use and maintain a range of business technology, and will learn how to effectively use computer software designed to organize information and data.
CO-OP PREPARATION	Work Placement Skills	4 weeks	In this course, students will prepare for the Canadian workplace. This course is very useful to students registered in a co-op program. It rapidly prepares students to apply for jobs and ensures their résumés and cover letters are to the business standard. Additionally, it helps students through the process of applying for a tax file number (SIN).
POST CO-OP FOLLOW UP	The Next Step	2 weeks	This course follows up with students after their work placement. It provides the student with a new perspective of their goals and achievements and prepares them to take the next step when they leave the program.

CO-OP POSITIONS COULD INCLUDE THE FOLLOWING

- Administration Assistant
- Office Junior
- Data entry Operator
- Receptionist